

BUSINESS AND NONINSTRUCTIONAL OPERATIONS**Safety: Hazard Communication Program****A. Purpose**

The purpose of this regulation is to identify typical hazardous chemical uses in the Stafford County Public School System (the "Division"), assign responsibilities for communicating the hazards associated with exposure to these chemicals to employees and students, and establish procedures for mitigating those hazards through a hazard communications program. This regulation is intended to implement Virginia/Federal Occupational Health and Safety Standard 1910.1200, Hazard Communication. This regulation will be available at the Division Safety & Security Office for review by any interested employee. Written copies of the program will also be made available for employee review at every facility.

B. Scope

The entire Division is included in this program. The following list provides a brief synopsis of typical activities occurring in the Division where occupational exposures to hazardous chemicals may occur:

1. Operations and Maintenance: exposure to solvents, refrigerants, petroleum products and disinfectants during maintenance and custodial operations.
2. School Nutrition: exposure to solvents, refrigerants and disinfectants during food preparation and storage.
3. Vocational and Art Education: exposure to solvents, paints, inks, bonding agents and petroleum products during hands-on shop training.
4. Science Education: exposure to acids, bases and solvents during laboratory work.
5. Nursing: exposure to antiseptics during first aid procedures.
6. Central Garage: exposure to solvents, refrigerants and petroleum products during maintenance and repair operations.

C. Identification of Hazardous Chemicals

Hazardous chemicals include those that present a **physical hazard** (i.e., combustible liquid, compressed gas, explosive, flammable, organic peroxide, oxidizer, pyrophoric, unstable (reactive), water-reactive, etc.) and those presenting a **health hazard** (i.e., carcinogens, toxic or highly toxic agents,

BUSINESS AND NONINSTRUCTIONAL OPERATIONS**Safety: Hazard Communication Program (continued)**

reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which damage the lungs, skin, eyes or mucous membranes, etc.). Facility administrators are responsible for surveying their facilities to determine what hazardous chemicals are on-hand which present a potential for employee exposure. Following the survey, the facility administrator is responsible for preparing and maintaining a Chemical Inventory List (CIL). The CIL shall include the chemical name, common name, container size and type, physical state, NFPA rating (health, flammability, reactivity, specific hazard), and location within the facility. The CIL not only facilitates employee awareness, but also aids first responders in case of fire or chemical spill. The resource personnel listed in paragraph F below, are available to assist facility administrators in compiling their CIL.

D. Labeling Hazardous Chemicals

Hazardous chemicals used in the Division are normally labeled by the manufacturer and delivered with label intact. Personnel receiving shipment of chemicals are responsible for ensuring packages received are properly labeled. The key information items needed on package labels are ***the identity of the material, appropriate hazard warnings, and the name and address of the producer or other responsible party.*** Any personnel who subsequently repackage chemicals for any reason are responsible for labeling the new package to convey this information.

E. Material Safety Data Sheet (MSDS)

Facility administrators will ensure that an MSDS corresponding with each entry on the CIL (paragraph C above) is centrally maintained at the facility. In addition, MSDSs will be maintained locally within each facility at locations where hazardous chemicals that present a potential for employee exposure are present. These MSDSs will be posted in an area accessible to employees in their work area for review during each work shift. Dispatched maintenance crews will be furnished MSDSs. If MSDSs are not available, employees shall immediately notify their supervisor who will then be responsible for taking action to obtain the information. The resource personnel listed in paragraph F below, are available to assist facility administrators in obtaining MSDSs. Normally, MSDSs will be forwarded with material received either centrally, at the Support Services Complex, or directly, at the facility.

BUSINESS AND NONINSTRUCTIONAL OPERATIONS**Safety: Hazard Communication Program (continued)**

1. Central Receiving: when hazardous chemicals/products are centrally received at the Support Services Complex for redistribution to other Division facilities, the Support Services receiver shall ensure that an MSDS is forwarded with the material. If an MSDS is not included with the shipment, the Support Services Complex receiver shall contact the distributor for the MSDS sheet.
2. Direct Shipment: for those items delivered directly to a facility, the facility receiver shall ensure that an MSDS is forwarded with the material. If an MSDS is not included with the shipment, the facility receiver shall contact the distributor for the MSDS sheet.
3. Failure of the vendor to provide MSDSs, or lack of proper labeling, shall be cause to refuse delivery of ordered chemicals or materials.
4. A copy of updated or revised MSDSs received will be forwarded to the appropriate facility administrator for posting. The facility administrator will ensure that appropriate labeling revisions and employee notification and training is conducted.
5. Employees shall not bring personal chemicals/products in any facility without prior approval from the facility administrator.

F. Employee Training

Facility administrators are responsible for ensuring that initial and refresher training regarding hazard communications is provided for their employees. Initial training will be made a matter of record on the new employee in-processing checklist. Refresher training will normally be scheduled to coincide with annual in-service training and will be made a matter of record. Training for substitutes will be provided during substitute training sessions hosted by the Assistant Superintendent for Administration & Personnel. The Office of Safety and Security is available, at the request of the facility administrator, to provide initial and refresher training. In addition to the School Safety Coordinator, the following resources are available, at the request of the facility administrator, for initial and follow-up training on hazard communications.

1. Operations and Maintenance: Supervisor of Physical Plants (for plant engineers and general maintenance

BUSINESS AND NONINSTRUCTIONAL OPERATIONS**Safety: Hazard Communication Program (continued)**

- personnel) and Coordinator of Custodians (for custodial personnel).
2. School Nutrition: Director of School Nutrition.
 3. Vocational Education: Director of Vocational Education.
 4. Art: Fine Arts Coordinator.
 5. Science Education: Coordinator for Science Curriculum.
 6. Nursing: Lead Nurse.
 7. Central Garage: Director of Central Garage.

G. Student Training

Hazard communications training for students will be a normal part of the curriculum for those classes where exposure to hazardous chemicals is part of the instructional plan. This hazard communication training is a responsibility of the instructor, as required, in vocational, art and science instruction.

H. Hazard Communication Training Lesson Plans

Prior to starting work, each Division employee shall receive initial hazard communication training from his or her supervisor. The employee shall be briefed on:

1. The requirements outlined in this regulation.
2. Location and availability of this regulation to the employee.
3. Hazardous chemicals present in the employee's work place.
4. Physical and health effects of the hazardous chemicals.
5. Control/work practices and personal protective equipment used to lessen or prevent exposure to hazardous chemicals.
6. Emergency procedures to follow if employees or students are exposed to hazardous chemicals.
7. Instruction in how to read labels and review MSDSs to obtain appropriate hazard information.

BUSINESS AND NONINSTRUCTIONAL OPERATIONS**Safety: Hazard Communication Program (continued)**

The following topics should be covered, as appropriate, during refresher training on hazard communications.

- a. Location and contents of Hazard Communication Plan.
- b. Location of facility CIL and MSDS.
- c. Use of chemical safety equipment.
- d. Chemical spill immediate action and first aid.
- e. Interpretation of MSDSs.

I. Non-Routine Tasks Involving Hazardous Chemicals

Periodically, employees are required to perform non-routine tasks involving hazardous chemicals. Prior to starting work on such tasks, each affected employee will be given information by their supervisor about the hazardous chemicals to which they may be exposed during such activity. The information will include:

1. Specific chemical hazards;
2. Protective/safety measures the employee will use; and,
3. Measures the supervisor has taken to lessen the hazards.

J. Informing Contractors

It is the responsibility of the contract administrators to provide the following information to contractors with employees working on Division facilities:

1. Known hazardous chemicals to which they may be exposed while on the job site; and
2. Recommended precautions the employees may take to lessen the possibility of exposure by the use of appropriate protective measures.
3. In addition, contract specifications will require that on-site contractors provide the contract and facility administrators with a complete list of hazardous materials to which Division employees may be exposed so that proper safety precautions may be determined prior to start of the contract.

K. Division Staff Responsibilities

1. Assistant Superintendent for Support Services
 - a. Publish and maintain Division-wide Hazard Communications Plan.

BUSINESS AND NONINSTRUCTIONAL OPERATIONS**Safety: Hazard Communication Program (continued)**

- b. Provide resource personnel to assist facility administrators as noted above.
 - c. Oversee the development and organization and assure implementation of this program through the Office of Safety & Security.
- 2. Assistant Superintendent for Instruction
 - a. Publish and maintain Hazard Communications Plan for vocational, art and science curricula.
 - b. Provide resource personnel to assist facility administrators as noted above.
- 3. Assistant Superintendent for Administration & Personnel

Integrate hazard communication training for substitute instructional personnel with support from the Office of Safety & Security.

Approved by the Division Superintendent:

February 22, 2000